

Work Request for Digital Imaging Services (RFP#CCG-DIS-2010-003) – Local Governments

(Provided under Digital Imaging Services Agreement between Pre-Approved Vendors and the State Council on Competitive Government,
By and for the Texas State Library and Archives Commission)

1. PARTICIPATING LOCAL GOVERNMENT INFORMATION

Local Government Name: _____

Local Government Office: _____

Local Government Address: _____

City, State, Zip Code: _____

Contact person, e-mail address, and phone number: _____

2. RECORDS INFORMATION

Record Series Item Number	Local Retention Schedule (i.e., GR, PS, etc.)	Record Series Title	Retention Period	Estimated volume (number of images)

3. PROJECT INFORMATION *(Attach additional sheets as necessary)*

a. Purpose for scanning records *(describe the project)*:



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b. Method of disposition (*what will happen with the paper records scanned and with the digital images created*):

c. Preservation Strategy (*if records series is vital or permanent, how will the records be protected and preserved*):

d. Vendor-provided digital imaging services (*mark all services or information needed; if unsure, agency may request a Needs Assessment and Analysis first*)

☐ **Project-based imaging** – *generally large-scale, multi-year, imaging projects that may include such services as Needs Assessment / Analysis or Image Repository Hosting.*

- ☐ Needs Assessment and Analysis
- ☐ Inventory tracking/Chain of Custody
- ☐ Document Preparation, Handling, and Re-preparation
- ☐ Indexing
- ☐ Image Enhancement

- ☐ Data Entry
- ☐ Records management
- ☐ Interfaces with PA's systems
- ☐ Image Repository hosting
- ☐ Image Repository maintenance

☐ **Flat-rate imaging** - *projects characterized by consistent, cost efficient, flat-rate pricing on a per page basis.*

- ☐ Submission forms - available online at http://ccg.state.tx.us/contracts/doc_image.php

☐ **Preservation imaging** - *small to large-scale projects for documents that are historical or fragile and must be retained by a state agency or local government.*

- ☐ Needs Assessment and Analysis
- ☐ Inventory tracking/Chain of Custody
- ☐ Document Preparation, Handling, and Re-preparation
- ☐ Indexing
- ☐ Image Enhancement

- ☐ Data Entry
- ☐ Records management
- ☐ Interfaces with PA's systems
- ☐ Image Repository hosting
- ☐ Image Repository maintenance

Note: This contract does not include the purchasing and/or leasing of data processing and communications equipment (e.g., scanning equipment, digital computers, display devices, software, LAN/WAN networks), which, for example, may be employed in a document imaging, retrieval, and storage system. Those services or products would be obtained through the Texas Department of Information Resources (DIR) and are not addressed in this contract.



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4. LOCAL GOVERNMENT APPROVALS *(at minimum, Records Management Officer must sign)*

Role	Authorizing Agency Signatures	Printed/Typed Name	Title	Date signed
Records Management Officer				
Records Program Area (i.e., Human Resources, Drivers License Division, etc.)				
Information Technology Officer				
Legal Services				
Other: (describe)				

5. TEXAS STATE LIBRARY AND ARCHIVES COMMISSION APPROVALS

Authorizing Signatures	Printed/Typed Name	Title	Date signed
	Craig Kelso	State Records Administrator	

Submit form with agency approvals to:

Texas State Library and Archives Commission
Digital Imaging Services Contract Administrator
State and Local Records Management Division
PO Box 12927
Austin, TX 78711
512-463-7610

Approved form will be returned to address on page 1.



Texas State Library and Archives Commission
State and Local Records Management Division
SLRM WR01Lb (04/12)